



APPLICATION FOR LEAD CONTRACTOR LICENSE

State Form 48739 (R/1-02)
Form Approved by State Board of Accounts, 2002
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**IDEM – Office of Air Quality
Lead/Asbestos Section**
100 N. Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015
Phone: (317) 233-3861 or
1-800-451-6027 (Indiana Residents Only)
<http://www.in.gov/idem/air/permits/>

- NOTE:**
- This form must be used to apply for a lead contractor license pursuant to 326 IAC 23-1-1.
 - Please type or print in ink.**
 - Return this form, required addenda, and check or money order made payable to "IDEM Lead Trust Fund" by mail to:

Cashier
Indiana Department Of Environmental Management
100 North Senate Avenue
P.O. Box 7060
Indianapolis, Indiana 46206-7060

APPLICATION TYPE

Type of application (check one):

- ☐ Initial license
☐ Renewal license

PART A: GENERAL INFORMATION

1. Applicant Name			
Last	First	Middle Initial	
2. Company name:		Company phone #:	()
3. Mailing address			
Street	City	State	Zip code

PART B: PHOTOGRAPHIC IDENTIFICATION

<p>► Pursuant to 326 IAC 23-2-4(e), the applicant shall provide the Department two (2) copies of a clear and recent one and one-half inch (1-1/2") by one and one-half inch (1-1/2") identifying color photograph to be attached to the license. Please enclose your photographs with this application.</p>	<div>LEAVE THESE SPACES BLANK</div> <div>FOR OFFICE USE ONLY</div>
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PART C: APPLICANT OR DESIGNATED EMPLOYEE PERSONAL AND TRAINING INFORMATION

4. Applicant or Designated Employee Name						
Last	First	Middle Initial				
5. Birthdate	6. Sex	7. Height	8. Weight	9. Eye Color	10. Hair Color	11. Home phone number
Month Day Year - -						()

► Pursuant to 326 IAC 23, a contractor (applicant) must have attended an Indiana-approved training course for lead project supervisor or lead contractor. A contractor may designate an employee to fulfill these requirements. Personal information for the contractor, or the designated employee, must be given above. You are required to attach a copy of the training course certificate, which indicates successful completion of one (1) of the aforementioned lead training courses. Any transfer of the designated status to another employee must be reported to the Department, in writing, within five (5) working days of the transfer.

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PART D: CONTRACTOR MATERIALS TO BE SUBMITTED WITH APPLICATION

► **Any contractor seeking an Indiana Lead Contractor License or Reapproval must provide the following:**

1. A statement that the person has read and understands 326 IAC 23, the Lead-Based Paint Program.
2. A copy of all required certificates of training indicating that the contractor, or his/her designated representative, successfully completed the approved initial and any requisite refresher training course for lead project supervisor or lead contractor and received passing scores on all written examinations for such courses.
3. A complete list of prior contracts for the previous twelve (12) months for lead projects, including names, addresses, and telephone numbers of persons for whom projects were performed.
4. An up-to-date copy of the contractor's written standard operating procedures, which include current compliance procedures for the following regulatory programs:
 - a) 326 IAC 23-4-5 (Emission Standards for Sources or Lead),
 - b) 326 IAC 23-2-1 (Lead Removal),
 - c) 326 IAC 23-1 (Lead Management Personnel; Licensing),
 - d) 329 IAC 10-8 (Special Waste),
 - e) 29 CFR 1926.62 (Occupational Safety and Health Standards, Subpart 1, Personal Protective Equipment).
5. A description of any lead projects that the contractor conducted which were prematurely terminated or not completed, including the circumstances surrounding termination.
6. A list of any contractual penalties that the contractor has paid for noncompliance with contract specifications.
7. Copies of any and all warning letters, Notice and Order of the Commissioner, Agreed Orders, citations, notices of violation, or findings of violation levied against the contractor by any federal, state, or local governmental agency for violations of regulations or other laws pertaining to lead activities, including names and locations of the projects, the dates, and a description of how the allegations were resolved.
8. A description detailing all legal proceedings, lawsuits, warning letters to supervisors from the Commissioner or claims which have been filed or levied against the contractor or any of his past or present employees, while employed by said contractor, for lead-related activities.

PART E: FINANCIAL RESPONSIBILITY

- 326 IAC 23-2-4(b)(10) requires that a contractor provide documentation of the contractor's financial responsibility with a current certificate of insurance with at least five hundred thousand dollars (\$500,000) of lead liability insurance. The company offering insurance coverage must be recognized or licensed by the Indiana Department of Insurance. The Indiana Department of Environmental Management must be listed as a "certificate holder" on the insurance. Attach documentation of this financial responsibility. Any changes in the status of the contractor's financial responsibility must be reported, within five (5) working days, to the Indiana Department of Environmental Management.

PART F: CONTRACTOR LICENSE APPLICATION FEE

- Upon application for an lead contractor license, the applicant shall pay a fee in the amount of one hundred fifty dollars (\$150).

- Make all checks and money orders payable to **"IDEM Lead Trust Fund"**.
- Pursuant to 326 IAC 23-2-8(c), the application fee is **not**:
 - transferable from one (1) type of lead license to another,
 - transferable from one (1) person to another,
 - transferable to any other type of license issued by the department, or
 - refundable

unless requested by the applicant and approved by the department within three (3) days of submittal to the department or prior to application processing by the department, whichever is earlier.

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PART G: CERTIFICATION & SIGNATURE

► IMPORTANT

- Allow a minimum of six (6) weeks for processing application and receipt of your lead contractor license.
- Make sure you have completed all appropriate sections of this application and have included all required addenda. Sign and date the application and return it to the address shown on page one (1) of this application. Applications that are incomplete or contain errors in response to any questions on the form will result in a delay in processing and issuance of your lead contractor's license.
- All information requested on this application is MANDATORY for the administration and processing of your license application pursuant to 326 IAC 23. Except for scores on any examination, all other personal data received will be regarded as a public record subject to disclosure in accordance with IC 5-1 4-3 and 326 IAC 17-1-4.
- The person listed in Section C of this form (Applicant or Designated Employee) must sign both the enclosed wallet-sized signature cards and return them with this application form and addenda:
 - One card will become part of the applicant's license and mailed to the applicant or designated employee upon approval of the application.
 - Signature cards may not be photocopied.
 - If additional cards are needed, please contact the Lead License Program at the address shown on page one (1) of this application or call (317) 233-3861.

"I hereby certify that there are no misrepresentations in or falsifications of information submitted in this application. I understand that should investigations disclose any falsifications of information submitted in this application, my lead contractor's license may be revoked. I have read 326 IAC 23, 326 IAC 23-1 and the U.S. Environmental Protection Agency's "Lead-Containing Materials In Schools" rule and I understand the requirements of those rules. I understand that failure to comply with requirements as outlined within federal, state, or local lead-related regulations may result in civil and/or criminal penalties."

SIGNATURE OF APPLICANT: _____

DATE SIGNED: ____ / ____ / ____